

IDEA UNIT	WORDS
In the order you think of them,	7
use the shortest, simplest, and least words	7
to write each <i>idea unit</i>	4
on a new line	4
one under the other.	4
If an idea unit	4
contains more than one idea,	5
divide it into two or more idea units	8
and write each one on a new line.	8
If you think an idea unit	6
might work better elsewhere,	4
move it there.	3
Keep re-ordering	2
and rewording	2
the idea units	3
till the sentence says	4
exactly what you want it to say,	7
in the exact way you want to say it.	9

I WILL INCREASE ALL THE TABLE'S TITLE HEIGHTs TO **12 POINTS**

IDEA UNIT	WORDS
We Fear Being Embarrassed	4
The fear of embarrassment	4
stops us	2
from telling other people	4
that we think differently	4
about a specific topic	4
than the socially accepted ways.	5
And it stops them	2
from doing a thing	5
differently	5
than how	2
they think	2
everyone	3
does it.	3
That fear makes people	2
conform to the	3
socially accepted ways.	6

Another way • to separate each idea unit • from its next idea unit sentence, paragraph, or entire paper, or flip any of those things around. The changed keywords are in bold.

The novel	The report
contains many	exposes many
inspiring ideas.	mistaken ideas.

6. List a Sentence's Words

WRITE ONLY ONE WORD ON EACH LINE
Write
each
of
a
sentence's
words
on
a
new
line.
One
below
the
other.

WORDY / LETTERY	CONCISE	LETTERS
despite the fact that	though	21:6
does not have to	need not	16:9
does not have any	lacks	17:9
due to the fact that	because	17:7
for fear that	lest	13:4
he did not have any	he had no	19:9
how is that possible	how so	20:6
if I would have known	had I known	21:11
if it weren't for	but for	17:7
impact	hit	6:3
implement	do	9:2
in a different place	elsewhere	20:9
in what other way	how else	17:8
nothing more than	but	18:3
referred to as	called	14:6
sufficient	enough	10:6
the direction of the wind	wind direction	5:2
whether or not	if	3:1
with the exception of	except	20:6

12. Your Word Alarms

YOUR WORDINESS ALARM
Your biologic <i>Wordiness Alarm</i>
rings to warn you that
you're thinking of saying or writing
something wordily,
or that you're hearing or reading something wordy.
In other words,
that you're saying, writing, or hearing
unneeded information.

THIS TEXT SEPARATES THE TABLE ABOVE FROM THE ONE BELOW

YOUR LONG SENTENCE ALARM
<i>Your Long Sentence Alarm</i>
rings to warn you
that the sentence
you are writing
or wrote
is too long,
and that it will best
for you to separate it
into two or more sentences.

15. Use the Shortest Synonym

LETTERY	SHORT	LETTERS
abysmal	bad	7:3
accommodations	rooms	14:5
confabulate	talk	11:4
conflagration	fire	13:4
depart	go	6:2
impact	hit	6:3
permutation	change	11:6
precipitation	rain	13:4
superannuated	old	13:3
tergiversation	lie	14:3

Almost every word has a shorter synonym. The more synonyms

20. The Writing Process

“Writing is 99% percent thinking”.

— Peter Green

1. Have fun and feel the joy writing gives you
2. Think, brainstorm, invent
3. Assemble a simple <i>outline</i>
4. Write the <i>thesis statement</i>
5. Research (primarily online)
6. Articulate, write, compose
7. Edit, reword, perfect
8. Print, poof, correct, publish, distribute

Editing and rewording are as much fun as writing, but they take more time because you must scrutinize the text to eliminate every ambiguity or flaw so that everyone can easily understand everything you wrote and not need to ask you a question. When you talk in person,

21. Assemble Your Paper’s Outline

1. Identify your paper’s topic.
2. Write its thesis statement.
3. List the things you plan to write about.
4. Filter and prioritize those things

A paper’s outline is like a road map, a recipe of your paper’s ingredients, the frame of a house to which you will add floors, walls,

windows, doors, and other parts, or like a skeleton to which you can add muscles, organs, nerves, and arteries and veins to.

Some writers create an outline before they write a paper. Some write their outline after they write it. Some never use an outline.

Before, during, or after you write your outline, start writing your paper's subtitles and keep perfecting their order.

32. Instead of “OF THE” —Use the Possessive Noun

DON'T SAY OR WRITE	SAY OR WRITE
The door OF THE car	The <u>car's</u> door
THE challenges OF future	Future challenges
The father OF THE girl	The <u>girl's</u> father
The husband OF THE woman	The <u>woman's</u> husband
The core OF THE Earth	The <u>Earth's</u> core
In the opinion OF THE court	In the <u>court's</u> opinion
The size OF THE box	The <u>box's</u> size

35. Vigorous Verbs Inform Fastest

Vigorous verbs inform fastest. Instead of saying or writing “gave assistance”, write “assisted”. To do a verb check on the words in each sentence or paragraph, yellow highlight each verb. Then, look to see if a synonym verb exists that will improve your sentence.

WORDY	CONCISE
gave assistance	assisted
made an objection	objected
conducted an investigation	investigated
did an audit	audited

36. Usually Place the Adverb Before the Verb

The same way the adjective almost always works best when placed before the noun, as in “big house”, instead of “house big”, it’s usually best to say or write the adverb before the verb. Placing the adverb after the verb makes the adverb sound like an afterthought, a tag, or something someone almost forgot to tell you but remembered and told you. For example, “**Easily** Write Better” informs better than “Write Better **Easily**”.

1. On your desktop computer, Open <i>Google Chrome</i>
2. Open <i>Gmail</i> and create a new email to compose.
3. Click the cursor in that Gmail message you will be creating
4. In Chrome’s Edit menu, select “Start Dictation”
5. Hold your mobile device near the computer’s microphone
6. Play the voice recording from your mobile device into the <i>Voice In Speech-to-Text</i> app.
WORDINESS
• Slows down or stalls message delivery
• Always dilutes a message
• Clutters a message with useless words
• Creates hurdles readers must jump over to get to the point
• Tends to muddle every listener or reader’s thoughts
• Can rob everyone of time, energy, resources, and money
• Usually makes people less alert

Almost everyone is wordier than they realize. Wordiness is a bad habit. Gradually replace it with the good habit of being concise.

TO WRITE BETTER, THINK PERFECTLY, AND LIVE BETTER
1. Never eat a food that made you sick
2. Only eat fresh and healthy food
3. Eat digestion-friendly foods
4. Do not eat foods that inhibit digestion
5. Do not add salt or sugar to your food
6. Do not eat starch and protein in the same meal
7. Do physical exercise
8. Do hot and cold water therapies
9. With a shampoo brush, massage all your body
10. Align your neck's muscles, bones, and spine
11. Go to bed early
12. Sleep in the darkest bedroom
13. Get up early

59. Avoid Using Verbs That End in “ing”

The following writing technique is one of the most powerful, and a sentence. Using the core verb, makes the sentence strong. “I *feel* good” is stronger than “I am *feeling* good”. “I *run* daily” is stronger,

Some Verbs That End in “ing”	Sentences That Use the Core Verb, Not the Verb Ending “ing”
Running	How often do you run?
Walking	I live close enough to walk to work.
Eating	Only eat fresh, healthy food.
Speaking	You speak like a native.

Writing	She wrote it in her <i>Though Log</i> .
Playing	We play <i>The Writing Game</i> .
Singing	I am going to learn how to sing.
Dancing	Years ago, people danced more.
Reading	I so happy I read your book .
Studying	It's great to study people's reactions.
Cooking	Dhwanil Shah cooks his own meals.
Driving	Miriam Jones drove to Mexico.
Jumping	"Jump in", she shouted.
Swimming	I swim each morning before class.
Building	The science class built it.
Thinking	It's best to think critically.
Believing	Why do you believe that?
Loving	We all need to love and be loved.
Feeling	Do you also feel it right now?

Don't Say or Write	Say or Write
When you are talking	When you talk
When I am reading	When I read
When writing, I often	When I write, I often
We go running every day	We run every day
We are now offering	We offer
Words ending in "ing"	Words that end in "ing"

STANDARD	INVERTED
Do not <u>ask</u> what <i>your country</i>	Ask not what <i>your country</i>
can do for you	can do for you
Error <u>is</u> a great teacher	A great teacher error is
He <u>might</u> be <u>smoking</u>	Smoking, he might be
I <u>am</u> here; <u>I'm</u> here	Here I am
I could be <u>mistaken</u>	Mistaken I could be
I didn't <u>understand it</u>	Understand it, I don't
I <u>got</u> hit	Hit I got
I have <u>never</u> <u>felt</u> so loved	Never have I felt so loved
I have <u>said</u> enough	Nough said
I never <u>eat</u> animals	Animals I never eat
I <u>was</u> <u>unaware</u> that	Unaware I was that
I <u>like</u> your book	Your book I like
I <u>see</u> it coming	Coming it is

ALWAYS GO FROM
• Less to more
• Less to more important
• No, to none, to few, to some, many, to most, to every or all
• Small to medium, to large, to larger, to largest
• What happened first to what happened second

• Close to near to far or from far to near to close
• Cause to the effect, results, or consequences
• Easy, to challenging, to difficult, to impossible
• Worse to bad, to not as bad, to better, to best, to perfect
• The rule to the exception
• Known to new
• Known to unknown (or vice-versa)
• Common to rare
• Simple to complex
• Older to newer

64. To inform Fastest, the Word Order Invert

“How happened it that...” — Thomas Pain (1794)

When writing a formal paper, do not invert the order of any words. Only invert them when communicating informally, playing, or truly need to *urgently* express the most important word or words in a

STANDARD	INVERTED
<i>It <u>is</u> bad</i>	Bad it is
<i>It <u>is</u> cold</i>	Cold it is
<i>It <u>is</u> hot</i>	Hot it is
<i>It <u>is</u> not simple</i>	Simple it (ain't; is not)
<i>It <u>is</u> smart to get up early</i>	Smart it is to get up early
<i>It <u>is</u> settled</i>	Settled it is
<i>It's <u>here</u></i>	Here it is

<i>It's</i> here; come and get it	Come and get it
<i>It's</i> not sunny	Sunny it is not.
<i>It's</i> snowing	Snowing it is
<i>It's</i> smart to think again	Smart it is to think again
Never <u>have</u> / <u>felt</u> this loved	This loved I have never felt
<i>She is</i> cute	Cute she is
(<i>She is; She's</i>) . . . ugly	Ugly she is
<i>That is</i> odd	Odd it was
<i>That (is; was; will be)</i> perfect.	Perfect
<i>That is</i> true	True
<i>That was</i> (very) strange	(How) Strange!
<i>That would be</i> funny	Funny that would be
<i>The noise was</i> so disturbing	So disturbing was the noise
<i>They would</i> if they <u>knew</u> that	If they knew that, they would
<i>Time flies</i>	Time flies
<i>We are not</i> a match	A match , we aren't
<i>Work is</i> profitable	Profitable , work is
<i>You do not</i> need to	Don't; You need not

**ENLARGED THE ROW HEIGHT of
the tables FROM HERE DOWN:**

ONE WORD	STANDARD
True	That is true
Nice	That is nice
Cold	It is cold
Hot	It is hot
Good idea!	That is a good idea!

ORIGINAL	REWORDED
Trial and error	Trial and success
Think before you speak	Fish die through their mouth
Think twice	Think critically
Your blood flows one way only	Your blood only flows one way
Other people are heaven	Other people are hell
I think he can be trusted	I don't trust him at all
Brevity is the soul of wit	Speak and Write Concisely
This has never failed	If anything can go wrong, it will
Clothes make the person	Dress for success
All you need is love	Love is all you need
I will complain	I'll just let it go
Live and let live	Mind your own business
Total surveillance ends privacy	Total surveillance keeps us safe

Better late than never	Be punctual
She loves me	She loves me not
Do it this way	Do it any way you like
Should I resign?	I quit!
Life is what you make it	Life is not a dress rehearsal
You usually get what you expect	It is done as you believe
The glass is half full	The glass is half empty
I might do that next week	Done
Not sure when I can do that	A stitch in time saves nine
No problem	I'm okay with that

ALWAYS USE DIGITS

- In front of units of measurement, as in "5 millimeters", or "1 million".
- With abbreviations such as "6 lbs.", "4:20 p.m.", "\$9", "2", "4%".
- In dates, as in "April 1, 2014".
- In decimal fractions, as in "9.2".

CORRECT	INCORRECT
astronomic	astronomical
basic	basical
biologic	biological
chronologic	chronological
cubic	cubical
cylindric	cylindrical
eccentric	Eccentrical
fantastic	fantastical
forensic	forensical
Illogic	Illogical
logic	logical
mathematic	mathematical
nonsensic	nonsensical
numeric	numerical
scientific	scientifical
sonic	sonical
symphonic	symphonical

synthetic	synthetical
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THIS TEXT IS HERE TO KEEP THE FOLLOWING TABLE SEPARATE FROM THE PRECEDING TABLE >

MAKE YOURSELF SMARTER
• Feel
• Think
• Observe people and their actions, events, and anything
• Contemplate
• Read
• Seek out and exchange ideas with intelligent individuals
• Study, scrutinize, analyze
• Handwrite, type, audio or video-record, or speech-to-text your thoughts
• Edit, Reword, Rewrite, and Rethink
• Edit using four different color pens
• Perfect sentences
• Invert the order of words—to better understand word order
• Never eat a food that made you sick
• Do not combine a starch and a protein in the same meal
• Eat digestion-friendly foods
• Don't eat foods that blocked or inhibited your digestion

<ul style="list-style-type: none"> • Rinse your colon once every three or four months
<ul style="list-style-type: none"> • Eat foods that let you have excellent daily bowel movements
<ul style="list-style-type: none"> • Identify, tackle, and enjoy solving problems
<ul style="list-style-type: none"> • Figure things out
<ul style="list-style-type: none"> • Confront people who say or do offensive things to you or to others. But “Never argue with a fool” or with fools
<ul style="list-style-type: none"> • Become more aware of the emotions you feel, and learn to identify them and <i>deactivate</i> or <i>activate</i> them when needed
<ul style="list-style-type: none"> • Design
<ul style="list-style-type: none"> • Draw
<ul style="list-style-type: none"> • Paint
<ul style="list-style-type: none"> • Compose, play music, write songs, sing, and dance, dream, imagine, invent, experiment, have fun, enjoy life
<ul style="list-style-type: none"> • Make friends

83. Differentiate Text

<ul style="list-style-type: none"> • <i>Italics</i>
<ul style="list-style-type: none"> • Bold
<ul style="list-style-type: none"> • <u>Underlined</u>
<ul style="list-style-type: none"> • ALL-CAPS

Or combine them in one of the following six ways:

• <i>Bold italics</i>
• ALL-CAPS BOLD
• <u><i>Underlined italics</i></u>
• <u><i>Underlined bold italics</i></u>
• <u>UNDERLINED, BOLD, ALL-CAPS</u>
• <u><i>UNDERLINED, BOLD, ALL-CAPS, ITALICS</i></u>

But to not distract, use one of the above options or some combination of them sparingly.

• To-Do List
• Grocery List
• Shopping List
• Checklist
• Invitees List
• List of a publication's contents
• Paper or article's outline
• List of the 100 Words You Use Most
• List of the Words You Will Stop Using
• List of the Words You Will Start Using